

## **FIRE SERVICES AND SUPPLY TECHNICIAN**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses positions in the fire department support services, the major duties of which include the repair, maintenance and testing of specialized fire department equipment, including self-contained breathing apparatus, fire hoses and ladders; receiving, storing, and distributing supplies as needed by fire suppression personnel; plumbing and electrical repairs; and heating and air conditioning service and repair. Routine work of the class is performed primarily independently, with direction on special assignments received from the Assistant Chief of Special Services. Fire Services and Supply Technicians report to and have work reviewed by the Assistant Chief of Special Services.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Responds to fires to assist the IC (Incident Commander) with any supplies and/or additional fire fighting equipment needed during the incident; fills empty SCBA bottles, repairs SCBA bottles when possible; and any other duties assigned by the IC.

Repairs and maintains department facilities, equipment, or operating systems. Evaluates the condition of department property, equipment and supplies which have been returned as defective and recommends repair or replacement. Installs, maintains, and repairs overhead doors and component parts. Inspects, maintains, tests and repairs ground ladders and aerial ladders, fire hose, hose couplings and nozzle assemblies, and self-contained breathing apparatus.

Maintains an inventory of department property, equipment and supplies. Transports, delivers, and picks up supplies and equipment for repair or maintenance by driving department vehicles.

Repairs and maintains electrical systems, wiring, connections, and component parts. Installs and repairs heating systems and their component parts, including gas lines, valves, thermostats, switches, relays, and burners. Installs and repairs air conditioning systems and their component parts, including fan motors, switches, thermostats, relays, condensers, and compressors. Repairs and maintains plumbing systems and component parts, including pipes, faucets, plumbing fixtures, water heaters, and sewer lines.

Retrieves records, reports, or forms from the file when needed. Personally completes forms and records as required. Writes reports requiring the ability to compose complete sentences, use correct grammar and punctuation, and organize ideas in a logical sequence.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodation.

Must not be less than eighteen (18) years of age.

Must possess a valid driver's license.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

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